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**ABSTRACT**

This document contains an introduction to the Ohio Integrated Technical and Academic Competency (ITAC) and Specialization ITAC; and overview of the electronics field; an list acknowledging the professionals who helped develop the competency list; and the comprehensive listing of the professional or occupational competencies deemed essential for graduates to perform proficiently when they graduate from an Ohio specialization workforce development program on electronics. The introduction explains the following: (1) critical academic, employability, and information technology skills have been integrated throughout the list to support the technical skills; (2) the competency profile can be used as the basis for curriculum development in Ohio's secondary, adult, and postsecondary programs; (3) the specialization competency profile is organized so that it can be clustered or grouped in a modular approach. The overview of the electronics profession describes general duties, some specific tasks, employment opportunities, length of program, type of program (classroom instruction and/or work experience), and types of certificates and/or degrees. The competencies are grouped under broader skills that are, in turn, categorized under these nine major topics: electronics orientation; basic electronic theory; basic electronic skills; basic troubleshooting and repair; troubleshoot and repair common consumer and business office equipment; computer applications and servicing; electro-optic technology applications and servicing; professionalism in electronics; and academic skills in electronics. (YLB)

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Specialization Integrated Technical and Academic Competency (ITAC)

**FasTrak**

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### Acknowledgements

### Overview

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## Introduction to the Specialization ITAC

Revised 2001

The Ohio Integrated Technical and Academic Competency (ITAC) profiles are developed under the auspices of the Ohio Department of Education and the Ohio State Board of Education. They provide a broad-based educational response to Ohio's need for a skilled workforce. Each Specialization ITAC represents a profile of the professional or occupational competencies deemed essential for a graduate to perform proficiently when he or she graduates from the specialization workforce development programs in Business and Marketing, Industrial and Engineering Systems, Health Occupations, or Family and Consumer Sciences. The Specialization ITAC profile, in conjunction with the competencies identified in the Foundation and Clusters ITACs, provide a career pathway that can lead to employment or further education.

### Process and Intent

The integrated competency lists are the result of all encompassing research and review of existing competency profile lists and includes input from industry, labor, professional organizations, professional and industrial representation, and national standards for a specific industry/profession. Representatives from a broad cross-section of Ohio professional organizations, businesses/professions, industry, and labor played a critical role in identifying current and future knowledge and skills for the industry, and defining the vision and scope of the profession/industry. The instructional methods and teaching strategies are the responsibility of the local school system and/or instructor.

### Curriculum Applications Using the ITAC Competency Profiles

Each profile includes a comprehensive listing of occupational skill competencies that reflect the job opportunities and skills that are required to work in a specific profession/career pathway. Critical academic, employability and information technology skills have been integrated throughout the list to support the technical skills. These competency profiles will be used as the basis for curriculum development in Ohio's secondary, adult, and post-secondary programs. The specialization competency profiles are organized so that they can be clustered or grouped in a modular approach. Individual curriculum specialists can use the competencies profiles to develop instructional programs based on local needs as determined in conjunction with their local advisory committees. i.e., the specialization cluster academy approach. Final assessments will be designed to accompany each profile list and to accommodate student evaluation by modules.

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## Overview

### Electronics

The electronics profession is one that involves using a variety of math and science skills and requires good manual dexterity along with good color vision. A course of study in electronics may include applied physics and math, basic electricity and circuits, AC/DC circuits, basic computer programming, network cabling and design, and other relevant applications. A career in electronics is in a clean work environment and can be very rewarding and challenging. This is a career that requires ongoing education to maintain pace with the ever-changing technology. The advances in technology in the past decade have been phenomenal and it appears the next decade will continue to change just as quickly.

Electronics technicians may work in research, development, quality control, design, production, or sales. Technicians need to have a basic foundation of electronics theory and technical applications so they can work on [radios, televisions, machine controls, computers, robots, radar, sonar, and a variety of communications equipment.] Technicians use information from blueprints and detailed drawings to troubleshoot/repair, test, adjust, and inspect products. Some electronics technicians may help in the development of electronic products. Other technicians may focus on installing, repairing, or servicing equipment.

As a person gains experience in the electronics field, he or she is generally given more responsible assignments and can move into positions of considerable financial reward. Experienced technicians may advance to supervisory positions or may be promoted to professional positions. Progressive positions may include engineering technicians, production or testing supervisors, and quality assurance supervisors. Advancement opportunities can be endless with advanced education and the initiative to be creative. There are a variety of certifications available with advanced training and assessment.



## **28.00.00.0 Electronics**

### **28.01.00.0 Electronics Orientation**

#### **28.01.01.0 Define electronics career parameters**

- 28.01.01.01 Explore the history of electronics
- 28.01.01.02 Outline the scope of the electronics field (i.e., areas of specialization, work techniques, processes, and procedures one might be required to perform)
- 28.01.01.03 Identify the professional associations related to the electronics profession
- 28.01.01.04 Explore career opportunities in electronics profession

#### **28.01.02.0 Orient self to laboratory facility**

- 28.01.02.01 Identify location of fire exits
- 28.01.02.02 Identify location of lockers and workstation
- 28.01.02.03 Identify location of all emergency power-kill switches
- 28.01.02.04 Interpret standard safety symbols

#### **28.01.03.0 Demonstrate procedures for locating and using emergency equipment and techniques**

- 28.01.03.01 Identify location of fire extinguishers
- 28.01.03.02 Demonstrate established procedures for using different types of fire extinguishers
- 28.01.03.03 Identify location of first-aid kit
- 28.01.03.04 Identify location of personal safety equipment
- 28.01.03.05 Wear personal protective equipment appropriate for given job
- 28.01.03.06 Demonstrate knowledge of appropriate actions to take in response to given emergencies
- 28.01.03.07 Demonstrate emergency action techniques

#### **28.01.04.0 Demonstrate knowledge of the procedures for working with hazardous materials**

- 28.01.04.01 Interpret MSDS labels
- 28.01.04.02 Identify location of material safety data sheet (MSDS) manual
- 28.01.04.03 Identify the established safety procedures/regulations for handling hazardous materials
- 28.01.04.04 Identify the established safety procedures/regulations for disposing of hazardous materials

#### **28.01.05.0 Follow safety rules and regulations**

- 28.01.05.01 Follow safety procedures established for all types of circuits, components, and equipment
- 28.01.05.02 Follow MSDS guidelines
- 28.01.05.03 Comply with OSHA standards
- 28.01.05.04 Demonstrate knowledge of the applications of safety grounding systems (e.g., lightning arresters, ground-fault interrupters)
- 28.01.05.05 Demonstrate an understanding of ergonomics (i.e., repetitive motion injury, lifting techniques, approved noise levels, proper lighting, scheduling, chair heights, and work-station positioning)

#### **28.01.06.0 Demonstrate procedures for the selection, use, and care of tools**

- 28.01.06.01 Identify each tool in kit by name and function
- 28.01.06.02 Obtain required tools
- 28.01.06.03 Demonstrate proper and safe use of each tool in kit
- 28.01.06.04 Organize tools in kit
- 28.01.06.05 Maintain each tool in kit

## **28.02.00.0 Basic Electronic Theory**

### **28.02.01.0 Apply knowledge of values in direct current (DC) circuits**

- 28.02.01.01 Solve problems in electronic units utilizing metric prefixes
- 28.02.01.02 Demonstrate knowledge of electronic theory and electromotive force (EMF)
- 28.02.01.03 Identify sources of electricity in DC circuits
- 28.02.01.04 Demonstrate knowledge of the principles, operation, and applications of batteries
- 28.02.01.05 Identify the physical and electrical characteristics of capacitors
- 28.02.01.06 Demonstrate knowledge of magnetic properties
- 28.02.01.07 Demonstrate knowledge of the operational principles of motors
- 28.02.01.08 Demonstrate knowledge of the operational principles of generators
- 28.02.01.09 Differentiate between conductors, insulators, and resistors
- 28.02.01.10 Identify the physical and electrical characteristics of inductors
- 28.02.01.11 Measure resistance, current, and voltage in DC using a multimeter
- 28.02.01.12 Interpret resistor color codes
- 28.02.01.13 Compare resistance (R) established by color code to resistance as measured with an ohmmeter
- 28.02.01.14 Calculate conductance (G)
- 28.02.01.15 Demonstrate knowledge of the principles and operation of inductors in DC circuits
- 28.02.01.16 Demonstrate knowledge of the principles and operation of capacitors in DC circuits
- 28.02.01.17 Demonstrate knowledge of the relationship of voltage, current, resistance, and power in DC circuits (i.e., Ohm's, Kirchhoff's, and Watts Laws)
- 28.02.01.18 Demonstrate knowledge of the maximum power transfer theorem
- 28.02.01.19 Operate power supplies for DC circuits
- 28.02.01.20 Breadboard DC series circuits for testing and evaluate test results
- 28.02.01.21 Breadboard DC parallel circuits for testing and evaluate test results
- 28.02.01.22 Breadboard DC series-parallel circuits for testing and evaluate test results
- 28.02.01.23 Breadboard DC bridge circuits for testing and evaluate test results
- 28.02.01.24 Demonstrate knowledge of the principles of resistive-capacitive (RC) and resistive-inductive (RL) time constants (t) in DC circuits

**28.02.02.0 Apply knowledge of values in alternating current (AC) circuits**

- 28.02.02.01 Compare peak (PK), root mean square (RMS), and average values of AC sine waves
- 28.02.02.02 Demonstrate knowledge of the relationship between frequency and phase in AC sine waves
- 28.02.02.03 Identify the characteristics of inductors and inductance (series and parallel)
- 28.02.02.04 Demonstrate knowledge of the principles and operation of inductors in AC series circuits
- 28.02.02.05 Demonstrate knowledge of the principles and operation of capacitors in AC series circuits
- 28.02.02.06 Demonstrate knowledge of the principles and operation of inductors in AC parallel circuits
- 28.02.02.07 Demonstrate knowledge of the principles and operation of capacitors in AC parallel circuits
- 28.02.02.08 Demonstrate knowledge of inductive reactance
- 28.02.02.09 Demonstrate knowledge of capacitive reactance
- 28.02.02.10 Demonstrate knowledge of impedance
- 28.02.02.11 Demonstrate knowledge of the principles of series RC circuits
- 28.02.02.12 Demonstrate knowledge of the principles of parallel RC circuits
- 28.02.02.13 Demonstrate knowledge of the principles of series RL circuits
- 28.02.02.14 Demonstrate knowledge of the principles of parallel RL circuits
- 28.02.02.15 Demonstrate knowledge of the principles of series RLC circuits
- 28.02.02.16 Demonstrate knowledge of the principles of parallel RLC circuits
- 28.02.02.17 Demonstrate knowledge of the uses of oscilloscopes and signal generators in the evaluation of RLC circuits
- 28.02.02.18 Breadboard series and parallel RLC circuits for testing and evaluate test results
- 28.02.02.19 Demonstrate knowledge of the application of series and parallel RLC circuits as filters (i.e., low-pass, high-pass, band-pass, and band-reject)
- 28.02.02.20 Identify the characteristics of different types of transformers
- 28.02.02.21 Demonstrate knowledge of the principles and operation of transformers in AC circuits
- 28.02.02.22 Demonstrate knowledge of the operational principles of motors
- 28.02.02.23 Demonstrate knowledge of the operational principles of generators
- 28.02.02.24 Demonstrate knowledge of the principles, operation, and applications of power conditioning, isolation transformers, surge suppressors, and uninterruptable power systems

**28.02.03.0 Apply knowledge of the characteristics of diodes and basic power**

- 28.02.03.01 Identify the properties of semiconductor materials
- 28.02.03.02 Identify the applications of PN junctions
- 28.02.03.03 Identify diode characteristics
- 28.02.03.04 Demonstrate knowledge of the operational principles of half-wave, full-wave, and bridge rectifiers
- 28.02.03.05 Demonstrate knowledge of the operational principles of nonregulated power supplies
- 28.02.03.06 Demonstrate knowledge of the operational principles of zener diodes
- 28.02.03.07 Demonstrate knowledge of the operational principles of thermistors and varistors
- 28.02.03.08 Demonstrate knowledge of the operational principles of regulated power supplies
- 28.02.03.09 Breadboard diode circuits for testing and evaluate test results
- 28.02.03.10 Breadboard nonregulated power supply circuits for testing and evaluate test results
- 28.02.03.11 Breadboard regulated power supply circuits for testing and evaluate test results
- 28.02.03.12 Demonstrate knowledge of the operational principles of light-emitting diodes (LEDs)
- 28.02.03.13 Demonstrate knowledge of the operational principles of optoelectronic circuits (e.g., gate isolators, interrupt sensors, infrared sensors)
- 28.02.03.14 Breadboard optoelectronic circuits for testing and evaluate test results

**28.02.04.0 Apply knowledge of transistor circuits**

- 28.02.04.01 Demonstrate knowledge of the operational principles of NPN transistors
- 28.02.04.02 Demonstrate knowledge of the operational principles of PNP transistors
- 28.02.04.03 Analyze current gain ( $\beta$ ) and characteristic curves
- 28.02.04.04 Demonstrate knowledge of the operational principles of common emitter (CE) amplifiers
- 28.02.04.05 Demonstrate knowledge of the operational principles of common base (CB) amplifiers
- 28.02.04.06 Demonstrate knowledge of the operational principles of common collector (CC) or emitter follower amplifiers
- 28.02.04.07 Demonstrate knowledge of the operational principles for biasing solid-state amplifiers
- 28.02.04.08 Categorize classes of amplification (i.e., A, B, C, AB)
- 28.02.04.09 Demonstrate knowledge of the operational principles of audio amplifiers and frequency response
- 28.02.04.10 Demonstrate knowledge of the operational principles of switching transistors
- 28.02.04.11 Breadboard single-stage amplifiers for testing and evaluate test results
- 28.02.04.12 Measure the frequency response of single-stage solid-state amplifiers
- 28.02.04.13 Identify amplifier coupling techniques
- 28.02.04.14 Identify the applications of bipolar transistors

**28.02.05.0 Apply knowledge of field effect transistor (FET) circuits**

- 28.02.05.01 Demonstrate knowledge of the operational principles of N- and P-channel junction field-effect transistors (JFETs)
- 28.02.05.02 Demonstrate knowledge of the operational principles and necessary handling precautions (i.e., static discharge) of metal-oxide-semiconductor field-effect transistors (MOSFETs)
- 28.02.05.03 Demonstrate knowledge of the application of biasing techniques in JFETs and MOSFETs
- 28.02.05.04 Identify the applications of field-effect transistors (FETs, MOSFETs)
- 28.02.05.05 Breadboard field-effect transistor circuits for testing and evaluate test results

**28.02.06.0 Apply knowledge of control and power circuits**

- 28.02.06.01 Demonstrate knowledge of the operational principles of silicon-controlled rectifiers (SCRs)
- 28.02.06.02 Demonstrate knowledge of the operational principles of diacs
- 28.02.06.03 Demonstrate knowledge of the operational principles of triacs
- 28.02.06.04 Demonstrate knowledge of the operational principles of Darlington amplifier circuits
- 28.02.06.05 Demonstrate knowledge of the operational principles of unijunction transistors (UJT)
- 28.02.06.06 Breadboard thyristor circuits for testing and evaluate test results

**28.02.07.0 Apply knowledge of linear integrated circuits**

- 28.02.07.01 Demonstrate knowledge of the operational principles of operational amplifiers (op amps)
- 28.02.07.02 Demonstrate knowledge of the operational principles of differential amplifiers
- 28.02.07.03 Demonstrate knowledge of the operational principles of op amp timing circuits (e.g., 555 timers)

**28.02.08.0 Apply knowledge of power supply and amplifier circuits**

- 28.02.08.01 Demonstrate knowledge of the principles, operation, and applications of multistage amplifiers
- 28.02.08.02 Demonstrate knowledge of the principles, operation, and applications of IF circuits
- 28.02.08.03 Demonstrate knowledge of the principles of DC voltage divider circuits (loaded and unloaded)
- 28.02.08.04 Demonstrate knowledge of the principles, operation, and applications of linear power supplies and filters
- 28.02.08.05 Demonstrate knowledge of the principles and operation of audio power amplifiers
- 28.02.08.06 Demonstrate knowledge of the principles, operation, and applications of regulated power-supply circuits
- 28.02.08.07 Demonstrate knowledge of the operational principles of cathode-ray tubes (CRTs)
- 28.02.08.08 Demonstrate knowledge of principles and operations of oscillator circuits

**28.02.09.0 Apply knowledge of digital circuits**

- 28.02.09.01 Identify the characteristics of integrated circuit (IC) logic families
- 28.02.09.02 Demonstrate knowledge of numbering systems, codes, arithmetic operations, and Boolean Operations
- 28.02.09.03 Determine the Boolean expressions for a given combinational logic circuit (AND, OR, NOT)
- 28.02.09.04 Identify methods for minimizing logic circuits using Boolean operations
- 28.02.09.05 Demonstrate knowledge of the principles and operation of different types of logic gates and their truth tables
- 28.02.09.06 Demonstrate knowledge of the principles and operation of combinational logic circuits
- 28.02.09.07 Demonstrate knowledge of the principles and operation of types of flip-flop circuits
- 28.02.09.08 Demonstrate knowledge of the principles and operation of different types of registers and counters
- 28.02.09.09 Demonstrate knowledge of the principles and operation of clock and timing circuits
- 28.02.09.10 Demonstrate knowledge of the principles and operation of different types of arithmetic logic circuits
- 28.02.09.11 Demonstrate knowledge of the principles and operation of different types of digital-to-analog circuits
- 28.02.09.12 Demonstrate knowledge of the principles and operation of different types of analog-to-digital circuits
- 28.02.09.13 Demonstrate knowledge of the principles and operation of different types of digital display circuits
- 28.02.09.14 Demonstrate knowledge of the principles of power-distribution-noise problems
- 28.02.09.15 Convert numbers and codes (e.g., binary, hex, octal, and BCD) from one numbering system to another
- 28.02.09.16 Determine state of digital circuits using a logic probe
- 28.02.09.17 Introduce digital pulses into digital circuits using a logic pulser
- 28.02.09.18 Observe waveforms in digital circuits using an oscilloscope

**28.02.10.0 Apply knowledge of microprocessors**

- 28.02.10.01 Demonstrate knowledge of the operational principles of the central processing unit (CPU)
- 28.02.10.02 Demonstrate knowledge of the operational principles of bus structure (e.g., power, control, data,
- 28.02.10.03 Demonstrate knowledge of the interface between microprocessors and memory devices (e.g., random-access memory (RAM), read-only memory (ROM), erasable, programmable read-only memory)
- 28.02.10.04 Demonstrate knowledge of the operational principles of interfacing through input/output (I/O) devices (e.g., serial, parallel, analog to digital/digital to analog)

**28.03.00.0 Basic Electronic Skills****28.03.01.0 Communicate electronics information using drawings**

- 28.03.01.01 Match schematic symbols with the devices they represent
- 28.03.01.02 Interpret circuit operations using block diagrams
- 28.03.01.03 Interpret circuit operations using electronics schematics
- 28.03.01.04 Interpret circuit operations using technical drawings
- 28.03.01.05 Interpret circuit operations using flow charts

**28.03.02.0 Work with data**

- 28.03.02.01 Locate needed data using manufacturer's data books
- 28.03.02.02 Select electronic components for specific purposes using specification sheets and substitution guides
- 28.03.02.03 Analyze data from design curves
- 28.03.02.04 Analyze data from tables
- 28.03.02.05 Analyze data from graphs
- 28.03.02.06 Record data results
- 28.03.02.07 Present data using curves and graphs
- 28.03.02.08 Prepare equipment-failure reports

**28.04.00.0 Basic Troubleshooting and Repair****28.04.01.0 Apply established basic troubleshooting steps**

- 28.04.01.01 Verify circuit operation
- 28.04.01.02 Assess signs and symptoms of malfunction
- 28.04.01.03 Determine problem area by symptom
- 28.04.01.04 Determine the general location of a circuit malfunction using a block diagram
- 28.04.01.05 Analyze schematics to determine circuit function
- 28.04.01.06 Diagnose problem by signal tracing or signal injection
- 28.04.01.07 Use computer software programs to evaluate circuits
- 28.04.01.08 Isolate defective unit, circuit, and components
- 28.04.01.09 Verify operation following repair

**28.04.02.0 Demonstrate use and maintenance of tools used in making repairs**

- 28.04.02.01 Select the tools appropriate for a given task
- 28.04.02.02 Clean tools
- 28.04.02.03 Maintain tools
- 28.04.02.04 Store tools
- 28.04.02.05 Perform basic assembly tasks using hand and power tools

**28.04.03.0 Use testing equipment to isolate cause of problem**

- 28.04.03.01 Interpolate values when reading the scale on measurement devices
- 28.04.03.02 Measure voltage, current, and resistance using a digital volt-ohm-milliammeter (DVOM)
- 28.04.03.03 Measure voltage, current, and resistance using an analog volt-ohm-milliammeter (AVOM)
- 28.04.03.04 Test circuits using an oscilloscope
- 28.04.03.05 Introduce known signals into an electronics component, circuit, or piece of equipment using signal generators
- 28.04.03.06 Determine frequency response of an electronics component, circuit, or piece of equipment using a frequency counter
- 28.04.03.07 Determine frequency of a signal in a circuit or piece of equipment using a frequency counter
- 28.04.03.08 Provide various voltages to electronic equipment using a variable output transformer
- 28.04.03.09 Provide isolation for electronics equipment using an isolation transformer

**28.04.04.0 Repair circuits**

- 28.04.04.01 Select replacement part(s) appropriate for given repair job
- 28.04.04.02 Apply substitution techniques
- 28.04.04.03 Replace faulty components
- 28.04.04.04 Verify circuit operation through testing
- 28.04.04.05 Clean exterior of unit
- 28.04.04.06 Apply soldering and desoldering techniques appropriate to the job
- 28.04.04.07 Repair printed-circuit boards
- 28.04.04.08 Repair electromechanical control devices
- 28.04.04.09 Repair analog electronic control devices
- 28.04.04.10 Repair digital electronic control devices

**28.04.05.0 Repair circuit boards using surface-mounted devices (SMDs)**

- 28.04.05.01 Follow safety procedures established for servicing SMDs
- 28.04.05.02 Identify various type of SMDs used in manufacturing circuit boards (e.g., Ics, transistors, capacitors, resistors)
- 28.04.05.03 Identify the steps for handling static-sensitive devices
- 28.04.05.04 Locate defective SMDs using troubleshooting techniques
- 28.04.05.05 Replace SMDs

**28.05.00.0 Troubleshoot and Repair Common Consumer and Business Office Equipment**

**28.05.01.0 Service consumer products**

- 28.05.01.01 Demonstrate knowledge and basic principles and operations of radio and television receiving systems
- 28.05.01.02 Demonstrate knowledge and basic principles of recording and playback systems
- 28.05.01.03 Demonstrate knowledge and basic principles of audio systems

**28.05.02.0 Service business office equipment**

- 28.05.02.01 Demonstrate knowledge and basic principles of copiers and fax machines
- 28.05.02.02 Demonstrate knowledge and basic principles of phone and security systems

**28.06.00.0 Computer Applications and Servicing**

**28.06.01.0 Apply knowledge of computer system architecture**

- 28.06.01.01 Follow safety procedures established for working with computer system architecture
- 28.06.01.02 Demonstrate knowledge of the basic principles and operation of computer system architecture
- 28.06.01.03 Demonstrate knowledge of the basic principles and operation of addresses and interrupts
- 28.06.01.04 Resolve address and interrupt conflicts
- 28.06.01.05 Demonstrate knowledge of the basic principles and operation of volatile and nonvolatile memory

**28.06.02.0 Use computer application fundamentals**

- 28.06.02.01 Follow established media-handling techniques
- 28.06.02.02 Operate system software
- 28.06.02.03 Construct flow charts
- 28.06.02.04 Analyze flow charts

## **28.07.00.0 Electro-optic Technology Applications and Servicing**

### **28.07.01.0 Demonstrate knowledge of the principles of light**

- 28.07.01.01 Identify the characteristics of light sources
- 28.07.01.02 Identify the radiometric and photometric quantities of light that can be measured using light meters and related equipment
- 28.07.01.03 Identify the properties of light
- 28.07.01.04 Identify the characteristics and functions of different parts of the eye
- 28.07.01.05 Identify the maximum permissible exposure (MPE) guidelines

### **28.07.02.0 Service optical systems**

- 28.07.02.01 Follow safety procedures established for servicing optical systems
- 28.07.02.02 Identify the characteristics and properties of optical materials
- 28.07.02.03 Identify the optical components used (e.g., lenses, beam splitters)
- 28.07.02.04 Demonstrate knowledge of the basic principles, operation, and applications of optical systems (e.g., ray tracing, refraction)
- 28.07.02.05 Troubleshoot optical systems

## **28.08.00.0 Professionalism in Electronics**

### **28.08.01.0 Demonstrate established professional work ethics**

- 28.08.01.01 Exhibit responsibilities and positive work behaviors (e.g., dependability, meeting expectations)
- 28.08.01.02 Follow rules and regulations, and policies as established by employer
- 28.08.01.03 Comply with employer standards in dress and personal hygiene
- 28.08.01.04 Practice cost effectiveness
- 28.08.01.05 Demonstrate time-management
- 28.08.01.06 Exhibit pride in work
- 28.08.01.07 Display initiative, respect, and ethical principles in decision making
- 28.08.01.08 Demonstrate interactive relationships required for effective teamwork

### **28.08.02.0 Demonstrate basic communications skills in oral and written**

- 28.08.02.01 Organize thoughts
- 28.08.02.02 Use courtesy in all interactions
- 28.08.02.03 Write legibly using correct grammar and spelling
- 28.08.02.04 Speak clearly using correct grammar utilizing standard electronics terminology
- 28.08.02.05 Listen attentively
- 28.08.02.06 Translate technical terms into common terminology for clients

### **28.08.03.0 Demonstrate technical literacy**

- 28.08.03.01 Demonstrate basic keyboarding skills
- 28.08.03.02 Demonstrate ability to use standard applications software (e.g., word processors, database management, and spreadsheets)
- 28.08.03.03 Demonstrate knowledge of business products and services
- 28.08.03.04 Maintain state-of-the-art skills in technical literacy (e.g., continuing education, inservice training, professional seminars/workshops)

### **28.08.04.0 Demonstrate problem solving and critical thinking skills**

- 28.08.04.01 Exhibit problem solving processes (i.e., identification, clarification, possible solutions, options, decisions)
- 28.08.04.02 Exhibit critical thinking (i.e., creative thinking, decision-making, abstract thinking, how to learn skills)

## **28.09.00.0 Academic Skills in Electronics**

### **28.09.01.0 Demonstrate proficiency in reading/interpreting electronics**

- 28.09.01.01 Read various technical resource documents
- 28.09.01.02 Apply information from various sources of technical information (e.g., manufacturers' literature, codes, and regulations)

**28.09.02.0 Demonstrate proficiency in mathematics**

- 28.09.02.01 Demonstrate ability to use calculator
- 28.09.02.02 Round and/or truncate numbers to designated place value
- 28.09.02.03 Compare order and determine equivalences of real numbers
- 28.09.02.04 Solve problems/make applications involving integers, fractions, decimals, percentages, and ratios
- 28.09.02.05 Translate written and/or verbal statements into mathematical expressions
- 28.09.02.06 Compare, compute, and solve problems involving binary, octal, decimal, and hexadecimal numbering systems
- 28.09.02.07 Read scale on measurement device(s)/make interpolations where appropriate
- 28.09.02.08 Understand statistical terms and charts needed for interpretation of continuous improvement processes
- 28.09.02.09 Collect/organize data
- 28.09.02.10 Interpret/use tables, charts, maps and/or graphs
- 28.09.02.11 Identify patterns, note trends and/or draw conclusions from tables, charts, maps and/or graphs
- 28.09.02.12 Compute/interpret mean, median, and/or mode
- 28.09.02.13 Simplify/solve algebraic expressions and formulas
- 28.09.02.14 Select/use formulas appropriately
- 28.09.02.15 Understand/use scientific notations
- 28.09.02.16 Use properties of exponents and logarithms
- 28.09.02.17 Determine slope, midpoint, and distance
- 28.09.02.18 Graph functions
- 28.09.02.19 Determine perimeters, areas, surface areas, and volumes of geometric figures
- 28.09.02.20 Recognize, classify, and use properties of lines and angles
- 28.09.02.21 Recognize, classify, and use properties of two-and-three dimensional figures
- 28.09.02.22 Apply Pythagorean theorem
- 28.09.02.23 Identify basic functions of sine, cosine, and tangent
- 28.09.02.24 Compute/solve problems using basic trigonometric functions
- 28.09.02.25 Graph basic functions using polar and/or Cartesian coordinate systems

**28.09.03.0 Demonstrate proficiency in physics**

- 28.09.03.01 Demonstrate knowledge of principles for light, heat, and sound
- 28.09.03.02 Understand fundamental principles of mechanics, pneumatics, and hydraulics
- 28.09.03.03 Understand principles of electricity and magnetism

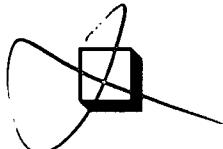


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